NAME	**MCR** I
CLASSIFICATION Sr. Engineering Geologist (Supervisor)	**POSITION NUMBER** 538-103-3751-XXX
WORKING TITLE Field Operations Manager	**DIVISION/UNIT** California Geological Survey/Earthquake Engineering Program
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT U09	**CONFLICT OF INTEREST CATEGORY** 3, 7

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT: Under the general supervision of the Supervising Engineering Geologist of the Earthquake Engineering Program, the Field Operations Manager uses geologic engineering principles to oversee and coordinate the Field Operations Unit in the installation of new seismic safety recorders at sites throughout the State. This position is responsible for overseeing the maintenance of the existing network and the management of seismic safety projects associated with contracts through Interagency/Departmental Agreements. Duties include, but are not limited to, the following:

A. **SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS**

- **ESSENTIAL FUNCTIONS**

35% Project Management
Oversee field staff conducting the installation of seismic instruments at sites specified by the Ground Response and Structural Response and Data Utilization Units. Plan and manage engineering projects involving the instrumentation of earthquake monitoring systems in buildings, dams, bridges, and other sites throughout the State as they relate to seismic safety. Direct staff charged with the maintenance, repair, and modification of the seismic recording network of over 1,200 stations with new installations each year in addition to other field activities. Organize and manage the planning and implementation of Interagency Agreements of contracts for the seismic instrumentation of bridges, hospitals, and ground stations. As project manager, perform engineering evaluations related to the planning and installation of seismic instruments. Develop and submit installation plans, including project budgets, and consult with state and local agencies to accomplish and periodically review progress of seismic recording installation projects.

25% Reporting
Interpret and prepare geological reports pertinent to the engineering design, construction, and maintenance of seismic recording instruments. Prepare and evaluate periodic technical papers, reports, and correspondence on the performance of existing seismic instrumentation in the network and on the current progress of field installations. Review and analyze geological reports pertaining to instrumented sites. Provide updates to program management on projects, with particular emphasis on those that may affect the reliability or scheduling of seismic safety instrumentation. Analyze geologic field data for trends and situations requiring attention, develop alternatives and options to solve them, and develop corrective actions making effective use of the available resources.

20% Staff Management
Manage, monitor, and assign staff to training programs as needed. Oversee the development of performance standards and evaluation of staff performance. Provide regular and timely written performance appraisals to staff. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identify appropriate long-range plans and goals to address succession planning and knowledge transfer.

10% Inventory Management
Prepare technical reports for Field Operations staff in charge of submitting purchase orders used in the construction and installation of complex seismic safety instrumentation. Including, but not limited to accelerographic instruments, computers, test equipment and associate apparatus (materials and equipment).

- **MARGINAL FUNCTIONS**

5% Miscellaneous
Performs other duties in support of program activities as related to classification specifications.

5% Administrative
Perform administrative duties including, but not limited to: adhere to Department policies, rules, and procedures; submit administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately report time in the Tempo timekeeping system; and submit timesheets by the due date.

B. **SUPERVISION RECEIVED**
The Senior Engineering Geologist reports directly to, and receives the majority of assignments from, the Supervising Engineering Geologist for Earthquake Engineering Program.

C. **SUPERVISION EXERCISED**

The Senior Engineering Geologist directly supervises Senior Precision Electronics Specialists in charge of the Installation groups I and II, the Maintenance group, as well as the Communication and Development group.

D. **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS**

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. **PERSONAL CONTACTS**

Routinely interacts with other California Geological Survey (CGS) staff and staff of the California Department of Health Care Access and Information (HCAI), Caltrans, CalOES and other state and federal agencies. Interacts with owners, construction managers, and/or tenants of selected buildings or other structures to coordinate work by the Field Operations staff on their property. Contacts and interactions may be via personal interaction, written correspondence, telephone, and/or e-mail.

F. **ACTIONS AND CONSEQUENCES**

If these functions are not adequately performed, consequences may include, but are not limited to:

- CGS will not meet its legislative mandates to accurately and effectively instrument buildings and other structures throughout the State.
- CGS will not meet its contractual obligations to instrument bridges, ground sites, or hospital buildings, under Interagency Agreements with HCAI, CalOES and Caltrans.
- If inaccurate data is recorded by sensors maintained by Field Operations, the data may imply that the structure is damaged, when it is not, or conversely that it was unaffected by the earthquake.

G. **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California may be required.
- In performing field work, it may be required to climb ladders and/or wear personal protective equipment such as hard hat, construction boots, safety vest and safety eyewear.
- Occasional operation of state owned or rental vehicle to drive long hours to field work or meetings
- Work in an office environment sitting at a desk during core office hours using a desktop computer, keyboard, mouse, monitor, and printers under non-natural lighting for prolonged periods of time.
- Use of multi-line telephone console or a cordless telephone.
- Moving/walking about the office and standing or sitting during in person meetings.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).

- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
- Reaching (above and below shoulder level).
- Work indoors in an environmentally controlled high-rise building.

H. **OTHER INFORMATION**

The incumbent in this position must be willing and able to:

- Work in a team environment.
- Reason logically and creatively and utilize a variety of analytical techniques to resolve governmental problems.
- Develop and evaluate alternatives.
- Analyze data and present ideas and information effectively both orally and in writing.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Ability to work independently as well as in a team environment.
- Ability to organize and prioritize multiple assignments and deadlines.
- Use business and government standard software/computer, office equipment and specified essential computer resources.
- Possess a valid Driver's License.
- Possess a valid certificate of registration as a geologist or geophysicist issued by the California Board of Geologists and Geophysicists.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Signature	**Employee Printed Name**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.		
Supervisor Signature	**Supervisor Printed Name**	**Date**